

HOME OCCUPATION BUSINESS LICENSE APPLICATION

Send all completed and properly signed forms (including attachments as necessary) along with applicable licensing fees to: South Jordan City, Business Licensing, 1600 W. Towne Center Drive, South Jordan City, UT 84095
Telephone: 253-5203 Ext. 1215



***INCOMPLETE APPLICATIONS WILL BE RETURNED**

*** Please Allow 4-5 weeks for approval processing.**

Section 1: Business Information

Business Name/DBA:

Physical Location of Business:

Apt/Suite No.

City:

State:

Zip Code:

Business Telephone:

Business Fax:

Email:

Have you been previously licensed for this business? ☐ Yes ☐ No

If yes, under what name & jurisdiction?

List of name & relationship of any employees (Employees of home occupation business licenses shall consist of only members of the family residing in the dwelling or other individuals whose activities are conducted away from the residence.)

Section 2: Owner Information

Business Owner:

Telephone:

Birth Date:

Driver Lic #:

State:

☐ Own home ☐ Rent/Lease home If Rent/Lease, does owner reside in the home? ☐ Yes ☐ No

Section 3: Business Mailing Address. (This is the address where all license and renewal forms will be sent)

☐ Same as Section 1

☐ Send all correspondence to:

Type of Organization: ☐ Corporation; ☐ Partnership; ☐ Sole Proprietorship

State License # (if applicable):

License Type:

Expiration Date:

Utah Sales Tax #:

Federal Tax ID #:

Section 4: Business Information

Projected Opening Date for Business:

Daily Hours of Operation: ____ a.m. to ____ p.m. S M T W Th F S

Estimated Customers Per Day: ____ Estimated Daily Vehicle Trips: ____ Estimated Daily Home Deliveries: ____

What part of the home will the business be operating out of?

Detailed Description of Business (Attach description if more space is needed):

Type of Business:

☐ Professional Services ☐ Sales ☐ Construction ☐ Landscaping ☐ Other _____

List type of vehicle that will be used for the business [please include make/model/license plate #]:

Is additional parking needed for this business? ☐ Yes ☐ No If yes, explain how it will be accommodated below.

Is any remodeling needed to conduct the home occupation business? ☐ Yes ☐ No

If yes, will a City building permit be required? ☐ Yes ☐ No

Has this business been registered with the State of Utah Commerce Dept? ☐ Yes ☐ No

Does your Subdivision's Covenants, Conditions, and Restrictions (CC & R's) allow for a Home Occupation License?
☐ Yes ☐ No

EPA Hazardous materials on site? ☐ Yes ☐ No If yes, MSDS of chemicals must be attached.

Section 5: Required Attachments

- ☐ Sketched floor plan of the dwelling and area to be devoted to the home occupation. Must include dimensions and area calculations such as square footage of your home and square footage of work area/office.
- ☐ Mailing labels for owners of properties within 300 feet of the lot or parcel on which the home occupation is proposed.
- ☐ List of equipment or finished product that will be stored (if applicable).
- ☐ MSDS list of chemicals that will be on used or stored on site. (If applicable).
- ☐ Detailed description of business. (If applicable).

I AM AWARE THIS APPLICATION DOES NOT AUTHORIZE CONDUCTING BUSINESS UNTIL APPROVED BY SOUTH JORDAN CITY AND LICENSE HAS BEEN ISSUED. ALL FEES ARE NON REFUNDABLE.

RENEWAL OF THIS LICENSE IS THE RESPONSIBILITY OF THE BUSINESS OWNER. FAILURE TO RECEIVE A RENEWAL NOTICE DOES NOT EXCUSE THIS RESPONSIBILITY.

I HAVE READ THE FOLLOWING AND AGREE TO COMPLY WITH ALL APPLICABLE ORDINANCES, CODES AND REGULATIONS SET FORTH BY SOUTH JORDAN CITY, SALT LAKE COUNTY, THE STATE OF UTAH, AND FEDERAL STANDARDS, WHICH EVER APPLIES. I ATTEST THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

IF THIS APPLICATION IS SIGNED IN BEHALF OF A COPORATION, THE SIGNATURE ALSO CERTIFIES THAT HE/SHE IS AUTHORIZED TO ACT ON ITS BEHALF.

SIGNATURE _____

DATE _____

***OFFICIAL USE ONLY ***

Department Review	Date Reviewed	Recommendation	Initials	Explanation if not recommended for approval
Planning & Zoning Division		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Building Division		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Police		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Fire		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Public Works		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Utilities		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
Code Compliance		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		
South Valley Health		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> N/A		

License Number: _____ Issued: _____

Home Occupation Business License

Home occupation means any income-producing use conducted within a dwelling unit by persons residing in the dwelling unit, and which use is clearly incidental, secondary and compatible to the residential use of the building. In general, a home occupation is an accessory use so located and conducted that neighbors, under normal conditions, will not be significantly affected by its existence, and provided further that all conditions of Section 17.98 of this Title are satisfied (Municipal Code 17.08.020).

****** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED******

Application Procedure:

1. Pick-up Home Occupation Business License packet at South Jordan City Hall.
2. Register name of business with Utah State Department of Commerce.
160 East 300 South www.commerce.utah.gov/cor
Salt Lake City, UT
(801) 530-4849
3. Complete application
 - a. Fill out all forms:
 - ☐ Read and Sign Agreement to Home Occupation Ordinance 17.98
 - ☐ Complete Business License Application
 - b. You must go to the Salt Lake County Recorders office (468-3391) at 2001 South State Street to get mailing labels of property owners within 300 feet of your residence. **The Recorders office requires you to have this packet with you when you pick up your labels. These labels are the only labels South Jordan City will accept.**
 - c. A sketch of the floor plan of the dwelling and the area to be devoted to the home occupation with dimensions and area calculations must be included with application.
4. Submit the complete application, mailing labels, sketch of dwelling, and pay non-refundable fee and postage for labels to South Jordan City Business License Official.
5. If approved through the application review process (code 17.98.050) the Business License Clerk prepares the business license and mails it to the applicant. This process can take several weeks.

Home Occupation Ordinance Agreement

CHAPTER 17.98 HOME OCCUPATIONS

17.98.010	DEFINITION AND PURPOSE
17.98.020	RESTRICTIONS
17.98.030	PRESCHOOLS
17.98.040	APPLICATION
17.98.050	APPLICATION REVIEW PROCEDURE
17.98.060	APPLICATION APPEAL PROCEDURE
17.98.070	REVOCATION

17.98.010 DEFINITION AND PURPOSE

A home occupation is any business or income producing activity conducted from a residential property. The home occupation provisions are intended to provide opportunities for minor in home businesses which do not require the facilities of or have the impacts of larger concerns. Many types of businesses are allowed; provided, that they meet all of the provisions of this chapter. Home occupations do not include occasional babysitting at the dwelling which would not be classified as a daycare or preschool operation. Home occupations are considered accessory uses in residential and agricultural zones. Garage or yard sales are not considered home occupations but may be held no more than four (4) calendar days per year. Sales of night crawlers gathered from the subject property, lemonade stands and similar occasional activities related to the subject premises are not considered home occupations. Temporary signage may be used to advertise yard sales, night crawlers, lemonade and similar occasional sales activities, provided it does not create a nuisance, is not placed on the public right of way and provided it is removed by seven o'clock (7:00) P.M. each day and upon conclusion of the activity. Home occupations will have no significant impact on the neighborhoods in which they are located and are considered to be secondary and incidental to and compatible with residential use. (Ord. 2003-20, 8-19-2003)

17.98.020 RESTRICTIONS

The following restrictions shall apply to any home occupation.

1. All home occupations are required to obtain and maintain a current South Jordan City business license and meet all requirements of Title 5 of the South Jordan Municipal Code.
2. All home occupations shall comply with Federal, State and local laws and ordinances.

3. Home occupations shall not involve the unauthorized use of hazardous or annoying substances or processes nor shall they create any hazardous or offensive odors, noises, fumes, gases, dust, radiation, glare, electrical interference, vibrations, heat, waste, pathogens or any other harmful substances or effects.
4. Home occupations shall be conducted entirely within the dwelling unit and may not occupy, with goods, materials, equipment, or activities, any attached garage, accessory building or lot area. Training activities such as swimming, tennis, horseback riding, daycare or preschool activities may be conducted outdoors provided that no nuisance is created. The home occupation may not occupy more than 800 square feet of the floor area of the dwelling.
5. Home occupations shall not receive or generate more than a total of 6 customers, visitors, vehicle round trips and/or deliveries per day. Tractor/trailer rigs may not be brought to the residence.
6. No more than one vehicle used with the home occupation and complying with provisions for vehicle storage of the zone in which the home occupation is located may be stored at the residence. Said vehicle shall be stored in a garage or at least 6 feet behind the front or street side building lines of the dwelling.
7. Home occupations shall not cause excessive demands on City services.
8. Employees of home occupations shall consist only of members of the family residing in the dwelling or other individuals whose activities are conducted away from the residence.
9. No display of merchandise or advertising shall be visible from the street or neighboring properties except as permitted in Section 16.36.50 of the City's Sign Ordinance.
10. The exteriors of dwelling may not be altered from a residential character as a result of or to enhance a home occupation.
11. Home occupations involving pedestrian or vehicle traffic shall be conducted only between the hours of 7:00 AM and 7:00 PM.
12. More than one home occupation may be conducted in a dwelling provided that these regulations are followed as though there were only one occupation in the dwelling.
13. Retail sales may not be conducted as a home occupation except if incidental to another service performed by the operator. Otherwise, goods may not be distributed or disbursed at the residence.
14. Meetings held for the purpose of marketing, taking orders or training may be held at the residence provided that no violations of this Chapter occur.
15. The City may place additional restrictions on a home occupation relating to hours of operation, parking, traffic or other matters as it deems necessary to mitigate impacts on the neighborhood and the City in general.

17.98.030 PRESCHOOLS

Preschools for up to six (6) students may be conducted as home occupations in accordance with provisions of this chapter without a conditional use permit. Preschools for seven (7) to a maximum of twelve (12) students may be conducted as home occupations with approval of a conditional use permit/concept plan with the following and other conditions as determined by the city council:

- A. Maximum two sessions per day and maximum four sessions per week. Sessions shall be a maximum three hours in length;
- B. Curriculum and teacher's qualifications shall be provided for review;
- C. Students' ages shall be three, four or five years old;
- D. Days and hours of operation shall be provided for review;
- E. All life safety and building codes shall be met and a building permit, if necessary, shall be obtained for remodeling;
- F. All state licensing requirements will be met;
- G. All other requirements of this title and other local, state and federal laws shall be met.

17.98.040 APPLICATION

The following items shall be submitted to the city business licensing office in applying for a home occupation business license.

1. Application forms as provided by the City and the associated fee as determined by the City Council.
2. Description of the nature of the home occupation and information as requested in the application.
3. Sketch of the floor plan of the dwelling and the area to be devoted to the home occupation with dimensions and area calculations.
4. List of materials and equipment to be used.
5. Hours of operation and the number of customers, vehicle trips and deliveries to be made each day.
6. Other government approvals required for conducting the home occupation.
7. Proposed remodeling needed to conduct the home occupation and whether a City building permit will be required.
8. Signed affidavit by the applicant that all requirements and conditions of the City will be followed.
9. Mailing labels and postage for owners of properties with 300 feet of the lot or parcel on which the home occupation is proposed.

17.98.050 APPLICATION REVIEW PROCEDURE

The City business licensing office shall mail a written notice in accordance with provisions of the Title, with the exception that a public hearing will not initially be required, informing the neighboring property owners of the proposed home occupation. The applicant is required to provide a second mailing only if a hearing is necessary. The Community Development Department and other City Departments will review the home occupation business license application and may approve the application if all requirements are met and if no objections have been filed within 14 days of the mailing.

17.98.060 APPLICATION APPEAL PROCEDURE

If City staff believes that certain conditions cannot be met or that the proposed home occupation is not appropriate or is inconsistent with the definition and purpose of this Chapter or if objections are filed, the application will be forwarded to the Planning Commission for review. The decision of the Planning Commission may be appealed to the City Council within 14 days of the decision. Cost of notification for the City Council Meeting shall be born by the appellant. The Planning Commission or City Council may place conditions on the approval of the home occupation business license application pertaining to the conduct of the business.

17.98.070 REVOCATION

The City Council, after considering the recommendation of the Planning Commission and after holding a public hearing, may revoke a home occupation business license if it is found that the home occupation violates any provision of this Chapter or Title or any other local, State or Federal laws.

Source: Municipal Code 17.98

I clearly understand and am fully aware of the requirements and restrictions for a home occupation as stated above. I do hereby agree to abide by these requirements and restrictions for Home Occupations. I also understand that my residence may be inspected by an authorized representative of the City of South Jordan for compliance with these requirements, and that this license may be revoked if I violate the previsions of section 17.98 of the ordinances of South Jordan City.

Signature of Applicant

Date